

MANAGE DFS STRATEGIC INITIATIVES

- Oversee change management initiatives
- Oversee project implementation: timelines

MANAGE DAY-TO-DAY OPERATIONS

- Manage day-to-day operations and service delivery at the system level
- Provide guidance to senior management across the Front Door, Treatment and Community living served
- Implement policies, goals and priorities
- Oversee internal department operations
- Oversee DFS Leadership and Professional Development activities
 - Manage and oversee Human Resources

MANAGE STRATEGIC DATA

- Strategically guide DFS in moving forward
- Ensure data-driven practice decisions
- Drive changes to practice utilizing data
- Oversee creation of performance measures
- Evaluate outcomes using data
- Use data to tell “our story”
- Identify efficiencies
- Keep Division Director informed and in lock-step with where organization is going

MANAGE/DEVELOP INFORMATION TECHNOLOGY STRATEGY

- Manage infotech integration
- Determine and manage how data is managed across DFS
- Manage system evaluation Integration (shared client info)
- Conduct research, analyze & compile data and prepare reports and presentations

DEVELOP & OVERSEE BUDGET

- Collaborate to develop budget (with Director and Fiscal Manager)
- Communicate with Director regarding budget information
- Monitor budget
- Monitor all financial reconciliations
- Stay informed about funding sources, including Medicaid, Medicare, third party ins., grants
- Identify ways to maximize budget and funding
- Identify economies of scale
- Address budget proactively vs reactively

DFS Deputy Director Responsibilities
